Congressional Add Data Sheet Tab

Once the CA1391 Form is prepared via the CA1391 Module, HQ (Headquarters) may modify CA1391 Tabs A, E, and F, plus the corresponding **Congressional Add Data Sheet**. The Congressional Add Data Sheet is shared between the CA1391 Form and the DD1391 Form. When a DD1391 Form is opened, users with **W**, **U**, **Q**, **V**, **R**, or **S** authority over the MCA or AFH DD1391 Form also have access to the Congressional Add Data Sheet Tab. From within the DD1391 Module, the Installation, MSC, MACOM, Region, or HQ personnel may change the Data Sheet. To change or enter data, simply use your Tab key or mouse to move to that field and type in the required data. You will only be able to edit fields available to your Activity level.

CA1391 Module Guidance

The CA1391 Module is available for higher HQ personnel only. Users such as MACOMs, MSCs, and Installations do not have access to it. The following functionality is available within the CA1391 Module:

a) HQ may prepare a CA1391 Form. During the prepare process, the system brings in the data from Tabs A, E, and F of the corresponding DD1391 Form and populates the CA1391 Form.

b) Once the CA1391 Form is prepared, HQ may modify Tabs A, E, and F of the CA1391 Form, plus the corresponding Congressional Add Data Sheet. From within Tab A, if the project cost needs to be worked on, click either the **Detailed Method** or **Simplified Method** button from the **Develop Cost Estimates Selections**.

c) After making a change, please tab to another field or click your mouse in a different field. The system recognizes data has been entered or modified in a field when you go to another field.

d) IMPORTANT: The Congressional Add Data Sheet is shared between the CA1391 Form and the DD1391 Form. Due to this, when a DD1391 Form is opened, users with authority to the MCA or AFH form also have access to the Congressional Add Data Sheet Tab. From within the DD1391 Module, the Installation, MSC, MACOM, or HQ personnel may change the Data Sheet. From within the CA1391 Module, only HQ personnel may change the Data Sheet.

e) From within the CA1391 Module, HQ may print CA1391 Forms. On the selection list, HQ has a choice of printing Standard or Reviewers print, printing in English or Metric Measurements, and with or without the word DRAFT printed on the forms. If HQ chooses to print DRAFT, then the Installation Engineer/Phone Number does not print with the form.

f) HQ will notice that when the form prints, Block 8 does not display Project Cost and the Commander's Signature and construction dates do not print.

g) The Congressional View Report, via the **Print Function**, allows HQ to develop a pdf file containing forms to include in the Congressional View Program. This program is utilized by Congressional staffers.

h) From within the Form Control Icon, HQ users will have various functions available to them (Rank, Delete, Freeze/Unfreeze, and Approve/Copy). The Approve/Copy should be issued when a project is determined to be a true Congressional Add. This command copies the data in the CA1391 Form and replaces the same data in the corresponding DD1391 Form. This occurs even if the DD1391 Form is frozen. If the DD1391 Form is not currently frozen, the system freezes the DD1391 Form after the "overlay" occurs.

i) Once the Approve/Copy has been issued, HQ may then access the DD1391 Module to run the form(s) through the MCA or AFH Congressional Budget Book print format. As a reminder, the Congressional Budget Book Prints interface with CAPCES; due to this, CAPCES may also need to be changed to reflect any modifications made to the project in the CA1391 Module.

j) HQ should note that from within the **Tools** Menu, you may access one of the other Modules or change your Activity selection for the CA1391 Module. Also, the Download PC-Programs icon is available if the ECONPACK, ISCE, or PC-Cost programs need to be downloaded to your PC. (If running Windows NT or 2000, your System Administrator may have to assist in downloading these programs.)

For assistance or more information about this function, please contact the **PAX Support Helpdesk**.

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